

**PART 2.0**

**NAVIGATION**

## 2.0 NAVIGATION

This section describes the “IRG Public Map Page” screen and basic navigation between the State Profile System and the FIPS Codes and Address System.

### 2.1 IRG Public Map Page

You can access the online IRG web site from a link on the OCSE Home Page. To access the IRG:

1. Go to the OCSE Home Page (<http://www.acf.dhhs.gov/programs/cse/>).
2. Click on the **Online Interstate Roster and Referral Guide (IRG)** link, which is listed in the Facts and Descriptions section. The “IRG Public Map Page” screen displays (Figure 2-1).

*Note:* The public does not need to login to the IRG to access child support enforcement information. State Users, who need to enter a user name and password, can access a login page by pressing the **State users** button.

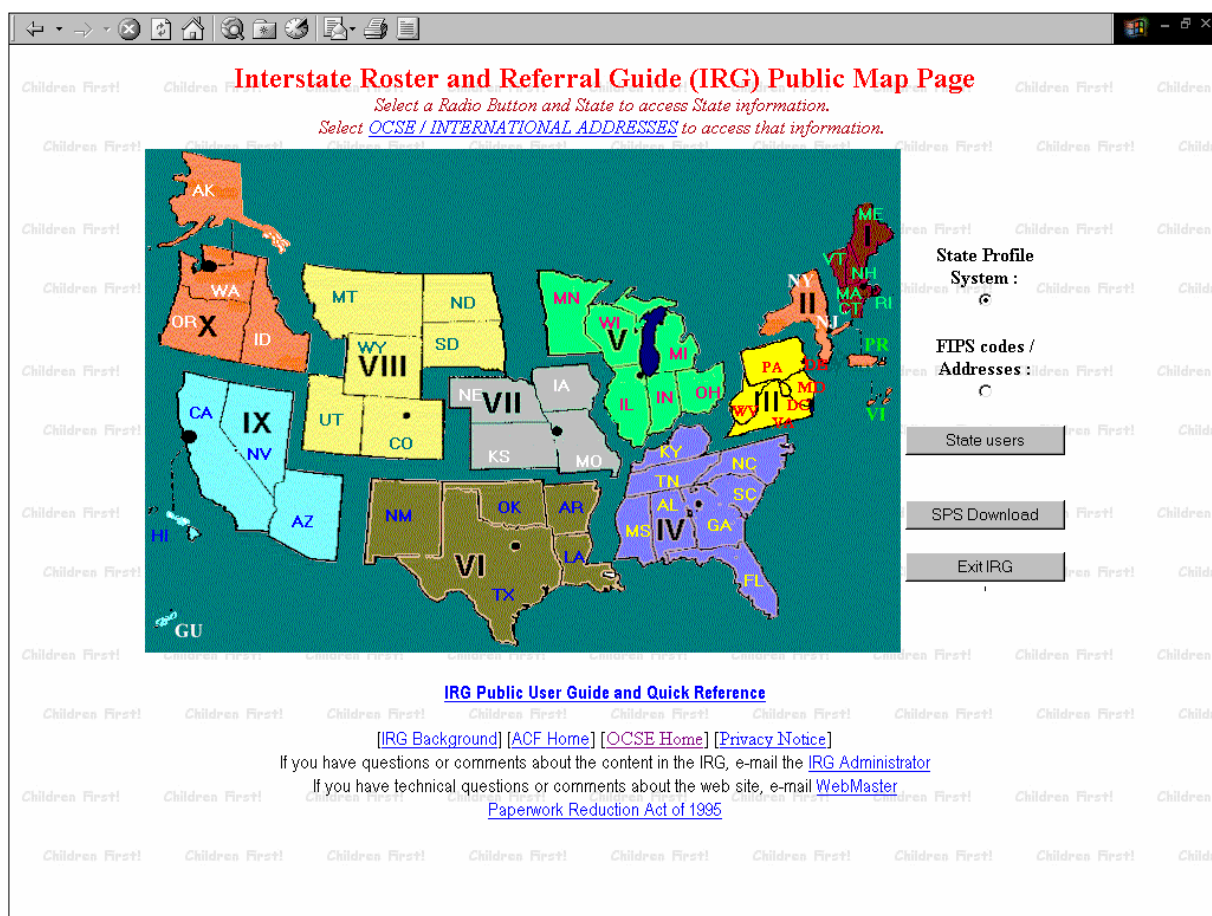


Figure 2-1: IRG Public Map Page Screen

The “IRG Public Map Page” screen is the main screen used for navigating throughout the IRG. From this screen you can access either the State Profile System or the FIPS Codes and Address System.

- **State Profile System** – contains a child support enforcement profile for each State and US territory. The profile lists the State's answers to a common list of questions regarding child support enforcement activities within the State.
- **FIPS Codes and Address System** – provides contact information for State, County, International Reciprocity, Central OCSE, and Regional OCSE child support enforcement agencies and personnel.

The map is divided into the 10 OCSE Regions; each Region is a different color and is numbered with a Roman numeral. The dot in each region represents the OCSE Regional Office for that region.

### 2.1.1 ACCESSING THE STATE PROFILE SYSTEM

To access a State profile from the “IRG Public Map Page” screen (Figure 2-1):

1. Click on the State on the map corresponding to the State profile that you wish to view (the **State Profile System** radio button is selected by default). You will be taken to the corresponding State profile.

*Note:* You can always return to the “IRG Public Map Page” screen from links within the State profile screens.

You can also download State profile information for all States from the “IRG Public Map Page” screen by clicking on the **SPS Download** button (Figure 2-1). Please refer to Section 3.1.4 for further information.

### 2.1.2 ACCESSING THE FIPS CODES AND ADDRESS SYSTEM

To access a State or county FIPS Code or address from the “IRG Public Map Page” screen (Figure 2-1):

1. Select the **FIPS codes/Addresses** radio button on the right-hand side of the page.
2. Click on the State on the map corresponding to the State or county address. You will be taken to the FIPS Codes and Address System. The State selected will be the default.

*Note:* You can always return to the “IRG Public Map Page” screen from links within the FIPS Codes and Address screens.

To access a Central or Regional OCSE address or an International Reciprocity address from the “IRG Public Map Page” screen (Figure 2-1):

1. Click on the **OCSE/International Addresses** link at the top of the page. You will be taken to the FIPS Code and Address System.

*Note:* You can always return to the “IRG Public Map Page” screen from links within the FIPS Codes and Address screens.

### 2.1.3 OTHER LINKS FROM THE ONLINE IRG PUBLIC MAP PAGE

The “IRG Public Map Page” screen allows you to access other pages. You can do this by clicking on one of the links located at the bottom of the page:

- **Public IRG User's Guide and Quick Reference Guide**— links to an online version of the *Public IRG User's Guide and Quick Reference Guide*. The User's Guide is an in-depth guide to the IRG, while the Quick Reference Guide is a short, one-page reference of the most commonly used functions. These files have the extension .pdf and can be viewed using Adobe Acrobat Reader software.
- **IRG Background** – links to a page that discusses the background of the IRG project.
- **ACF Home** – links to the Administration for Children and Families (ACF) Home page. ACF is the agency that oversees OCSE. The ACF Home page provides information for all programs sponsored by ACF.
- **OCSE Home** – links to the OCSE Home Page. OCSE is the sponsoring office for the IRG. The OCSE Home Page provides information regarding the child support enforcement program.
- **Privacy Notice** – links to the OCSE privacy notice.
- **IRG Administrator** – provides e-mail access to the OCSE IRG administrator for IRG content.
- **WebMaster** – provides e-mail access to the OCSE Web Master for technical questions.
- **Paperwork Reduction Act of 1995** – links to the notice of the public reporting burden for the collection of IRG information.

### 2.1.4 EXITING THE IRG

Press the **Exit IRG** button to exit the IRG and return to the OCSE Home Page.